

**CITY OF COMMERCE
JOB DESCRIPTION
UTILITY MAINTENANCE TECHNICIAN I**

Department: Public Utilities

Reports to: Utility Maintenance Foreman

Class Number: 10

Date: November 5, 2001

Revised: December 22, 2005

JOB SUMMARY

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, and maintenance of City water and sewer facilities and systems.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide quality water and sewer service for the city.
2. Inspects and/or repairs chlorine machine, booster pumping stations, reservoir, meters, and sewer systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
4. Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
5. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
6. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
7. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
8. Performs all duties in conformance to appropriate safety and security standards.
9. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services; assists in shutting off broken sections of water mains.

10. Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water and sewer facilities.
11. Services water supply, sewer lift stations and other pumps.
12. Operates a variety of power construction and maintenance equipment used in the water and sewer departments.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Four (4) years of experience relating to construction, maintenance, or repair, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Employee must have a valid drivers license or the ability to obtain one by date of hire. Must be able to obtain a Grade D Groundwater and Class D Wastewater Collection Certification within one year.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, pickup truck, utility truck, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, mobile radio, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves standing, talking, hearing, using hands to finger, handle, feel or operate objects, tools, or controls and reaching with hands and arms. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently push, pull, lift and/or carry up to 50 pounds and occasionally push, pull, lift and/or carry up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them- from the position if the work is similar, related or a logical assignment to the position.

The City of Commerce is an "at will" employer. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have been furnished a copy of this job description.

Signature

Date